

**GOVERNOR'S SECRETARIAT, BIHAR**

RAJ BHAVAN, PATNA-800022

**Letter No.-PU(CBCS)-55/2018-****/GS(I), Dated-****From,****Balendra Shukla**

Officer on Special Duty (Judl.)

**To,****The Vice Chancellor,**

Patna University,

Patna.

**Sub:-****Regarding approval of the newly formulated Ordinance & Regulations under CBCS of Master of Social Work (MSW), a self-financing programme.****Ref:-****Letter no.- Acad/ 02/UKS/2342, Dated- 01.09.2022****Sir,**

I am directed to invite a reference to letter no. BSHEC/O&R/PU/MSW/141/2022-03 Patna, dated-02.01.2023 received from the Member Secretary-cum-State Project Director, Bihar State Higher Education Council, Govt. of Bihar, Patna on the subject noted above and to inform that the Hon'ble Chancellor, after due consideration of the recommendation made by the Member Secretary-cum-State Project Director, State Higher Education Council, Govt. of Bihar, Patna and advice of the Advisory Committee and in exercise of powers conferred upon him under section 38(4) and 39(2)(ii) of the Patna University Act, 1976 (as amended up-to-date), has been pleased to approve the newly formulated Ordinance and Regulations under CBCS of Master of Social Work (MSW), a self-financing programme in Patna University, Patna. (Copy enclosed).

Further necessary action may kindly be taken accordingly.

**Yours faithfully****Encl.-As above.****Sd./-****(Balendra Shukla)****Officer on Special Duty (Judl.)****Memo No.-PU(CBCS)-55/2018-****/GS(I), Dated-**

Copy alongwith a copy of approved newly formulated Ordinance and Regulations under CBCS of Master of Social Work (MSW), a self-financing programme in Patna University, Patna forwarded to the Secretary, Education Department, Govt. of Bihar, Patna for information and necessary action.

**Encl:- As above.****Sd./-****Officer on Special Duty (Judl.)**

**GOVERNOR'S SECRETARIAT, BIHAR**

RAJ BHAVAN, PATNA-800022

**Memo No.-PU(CBCS)-55/2018-****/GS(I), Dated-**

Copy forwarded to the Member Secretary-cum-State Project Director, Bihar State Higher Education Council, Govt. of Bihar, Bihar State Text Book Publishing Corporation Ltd. Campus, Budh Marg, Patna-800001 for information.

**Sd./-****Officer on Special Duty (Judl.)****Memo No.-PU(CBCS)-55/2018-****300****/GS(I), Dated-****17-02-2023**

Copy alongwith a copy of approved newly formulated Ordinance and Regulations under CBCS of Master of Social Work (MSW), a self-financing programme in Patna University, Patna forwarded to the Incharge, NIC / Computer Cell, Raj Bhavan, Bihar, Patna for uploading on the website of Raj Bhavan / Custodian, Guard file for record.

**Encl:- As above.***B. Shankar*  
*15/2/23***Officer on Special Duty (Judl.)**



**PATNA UNIVERSITY, PATNA-800 005**

**ORDINANCE & REGULATIONS FOR THE MASTER OF SOCIAL WORK**

**PROGRAMME UNDER CHOICE BASED CREDIT SYSTEM (C.B.C.S.)**

**IN**

**THE FACULTY OF SOCIAL SCIENCES**

**ORDINANCE**

1. The Post Graduate Degree Programme 'Master of Social Work' in the Faculty of Social Sciences shall be offered by the Patna University in the Department of Sociology under self-financing mode.
2. The Programme shall be of two-years (Four Semester) duration. The Master of Social Work shall be abbreviated as "MSW".
3. Admission to the programme shall be open to candidates who possess graduate degree with Honours in any discipline or equivalent with minimum 45% marks from any recognized University of India.
4. The maximum number of seats for the Master of Social Work Programme shall be limited to 60 (Sixty).
5. **Fee structure:** The fee structure of the programme shall be as per the approved fee structure as may be prescribed from time to time by the University. The fee of the programme shall be charged at the time of admission as under:

**Table 1: Fee per semester for Master of Social Work**

Sl. No.	Head/ Item	Fee in Rupees
I.	Admission Fee	350/-
II.	Tuition fee	6,000/-
III.	Department Library	1,000/-
IV.	Development fee	1,000/-
V.	Eklavya & Tarang (one time in each Academic Session)	50/-
VI.	<b>Total</b>	<b>8,400/-</b>
VII.	Miscellaneous (Per semester)	
	Central library	100/-
	Electricity fee	200/-
	Identity card fee	100/-
	NSS fee	50/-
	Parking	50/-
	Central Library Maintenances Fund	100/-
	Building Maintenance Fund	100/-

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	Medical fee	100/-
	Athletic Fund (for University)	50/-
	Common room Fund	50/-
	Extra-curricular Fee (Cultural)	50/-
	Environmental Protection Fee	50/-
	Student's Welfare Fee	30/-
	Poor student's fund	20/-
	Student's Union Fund	100/-
	Society Subscription	50/-
	Magazine Fund	50/-
	Hand Book/Directory	50/-
	<b>Total</b>	<b>1,300/-</b>
	<b>Total Fee in the 1<sup>st</sup> Semester</b>	<b>9,700/-</b>
VIII.	<b>Total fee in 2<sup>nd</sup> and 4<sup>th</sup> Semester (Each Semester) (Excluding Eklavya &amp; Tarang, Identity Card and Hand Book/Directory)</b>	<b>9,500/-</b>
IX.	<b>Total fee in 3<sup>rd</sup> Semester (including Eklavya &amp; Tarang) (Excluding Identity Card and Hand Book/Directory)</b>	<b>9,550/-</b>

**Note:-**

- (i) The revision of fee structure may be made every 3<sup>rd</sup> year after seeking the approval of the statutory bodies of the University.
6. The selection of candidates for admission in the Master of Social Work Programme shall be made by the Department of Sociology, Patna University.
7. The selection of the candidates for admission in the MSW Programme shall be made on the basis of written test to be conducted by the Patna University or marks obtained in the Bachelor's Examination as decided by the Academic Council of the University. The duration of the test shall be of two hours. The test will comprise of 100 marks consisting of 100 multiple-choice type questions covering General Knowledge and Current Issues.
8. Reservation of seats for different categories of candidates shall be made as per rules of the Patna University applicable at the time of admission provided, they qualify for admission into Programme as required in clause-7 of this ordinance.
9. Seats left unfilled in any of the categories for reserved seats under clause-8 above because of the fact that no eligible candidates are available shall be filled-up by following reservation procedure/rules strictly as per sections of the PU Act, 1976 (Amended up to date).

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10. (a) No applicant shall be admitted who, in the opinion of the Vice Chancellor, should not be admitted in the best interest of the University.  
(b) No applicant shall be admitted who has not applied for admission within the notified time, or who, on being selected for admission, does not get himself/herself enrolled within the specified time except when the delay is condoned by the Vice Chancellor.
  11. Every candidate seeking admission to the Programme shall pay fee as prescribed from time to time by the University. The fee of the Programme shall be charged in full at the time of admission to the Programme.
  12. The admission of any candidate admitted to the MSW programme may be cancelled if it is found at any later point of time that any document submitted or statement made by him/her in his/her support of his/her admission to the Programme is forged (not genuine).
  13. No candidate shall be allowed to register as a student in any other course leading to a Diploma or a Degree during the academic years of his/her study for the MSW programme.
  14. The general superintendence and direction of the Programme shall be the responsibility of the Head of the Department.
  15. If found guilty of gross misconduct, a student admitted to the Programme shall be expelled from Programme at any stage.
  16. Any student who attended all courses/papers in a Semester as a regular student and sent up for the End Semester Examination (ESE) but fails to appear in the ESE shall have to appear in the subsequent forthcoming examination of a particular semester by paying requisite examination fee.
  17. A student has attendance less than 75% in any course/paper, then the candidate has to repeat the particular course/paper in the subsequent forthcoming examination by paying the proportionate fee of that semester as decided by University.
  18. If a candidate has an attendance of 75% or more but fails in the CIA, in that case, the candidate has to appear for CIA in that particular course paper in the subsequent forthcoming examination.
  19. Every student should fill a registration form before the start of next semester.
  20. Minor changes in the above ordinance may be made by the Academic Council if required in the interest of academics.
  21. The general ordinance of Patna University shall cover any aspect not covered in the present ordinance.

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## REGULATIONS

### 1. General

1.1. This regulation shall be called the regulations for the Master of Social Work (MSW) Programme of Patna University, Patna.

### 2. Programme of Study

2.1. The Master of Social Work Programme, a two-year full time programme, shall be organized and run by the Department of Sociology, Patna University, Patna.

2.2. The University shall award the Master Degree in the Faculty of Social Sciences as "Master of Social Work (MSW)".

2.3. The Examination for the Master Degree in Social Work shall consist of Four Semesters.

2.4. The programme Master of Social Work (MSW) shall consist of courses (papers) spread over four semesters (I, II and III & IV) comprising CC-1 to CC-14, AECC-1, AECC-2, AEC-1/SEC-1, EC, DSE-1 or GE-1 (as per Table- 2). The CGPA shall be awarded on the performance of the candidate in all courses/papers (CC, AECC, AEC/SEC, DSE/GE and EC).

2.5 The syllabus of the programme may be revised as per the demand of different stakeholders by BOCS and duly approved by the Academic Council.


2.6. Course structure for the Master of Social Work programme is as per Table-2 spanning over four semesters.

**Table 2: Course Structure**

<u>Semester-I</u>					
Sl No.	Name of Course	Type of Course	L-T-P	Credit	Marks
1.	History & Philosophy of Social Work	CC-1	5-1-0	5	100
2.	Sociology for Social Work	CC-2	5-1-0	5	100
3.	Research Methodology in Social Work	CC-3	5-1-0	5	100
4.	Statistics and Computer Application	CC-4	5-1-0	5	100
5.	Environment and Sustainability & Swatchch Bharat Abhiyan Activities	AECC- I	5-1-0	5	100
				<b>Total Credit - 25</b>	

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*21 March 2021* 



**Semester-II**

Sl No.	Name of Course	Type of Course	L-T-P	Credit	Marks
1.	Social Case Work	CC-5	5-1-0	5	100
2.	Human and Social Development	CC-6	5-1-0	5	100
3.	Social Work with Groups	CC-7	5-1-0	5	100
4.	Social Work with Communities	CC-8	5-1-0	5	100
5.	Human Resource Management	CC-9	5-1-0	5	100
6.	Ability Enhancement Course/Skill Enhancement Course (from the basket of Table-4)	AEC-1	5-1-0	5	100
					<b>Total Credit - 30</b>

**Semester-III**

Sl No.	Name of Course	Type of Course	L-T-P	Credit	Marks
1.	Social Policy and Planning	CC-10	5-1-0	5	100
2.	Human Rights and Social Legislation	CC-11	5-1-0	5	100
3.	Social Pathology and Population Studies	CC-12	5-1-0	5	100
4.	Rural Community Development	CC-13	5-1-0	5	100
5.	Urban Community Development	CC-14	5-1-0	5	100
6.	Human Values, Professional Ethics & Gender Sensitization	AECC-2	5-1-0	5	100
					<b>Total Credit - 30</b>

**Semester-IV**

Sl No.	Name of Course	Type of Course	L-T-P	Credit	Marks
1.	Major Project Dissertation and Viva-voce (Based on fieldwork of any one area) A-Human Resource Management, B-Rural Community Development, C- Urban Community Development	EC	0-0-12	10	100
2.	CC-5 of other Department of Social Science or selected from SWAYAM PG Courses	DSE-1	5-1-0	5	100
	Or				
3.	Generic Elective (from the basket of Table-3)	GE-1	5-1-0	5	100
					<b>Total Credit - 15</b>
					<b>Total Credits- 100</b>

\*L/T/P: (Lecture/ Tutorial/Practical: Number of classes per week

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- (CC)- Core Course
  - (EC)- Elective Course
  - (DSE)- Discipline Specific Elective Course
  - (AEC)-Ability Enhancement Course (From the Basket)
  - (AECC)- Ability Enhancement Compulsory Course
  - (GE) - Generic Elective Course (from the basket)

**Table 3: Basket of GE-1**

- Understanding Families and Children
- Industrial Relation
- Social Work and Disaster Management
- Any other Courses decided by BOCS and duly approved by Academic Council.
- Any PG course selected from SWAYAM and duly approved by Academic Council.

**Table 4: Basket of AEC-1/SEC-1**

- Computers and IT Skill
- Web Designing
- Financial Risk Management
- Solid waste Management
- Mushroom Culture
- Bio-fertilizer production
- Environmental Law
- Tourism & Hospitality Management
- Life skill & skill development
- Yoga Studies
- Any other Courses decided by BOCS and duly approved by Academic Council.
- Any PG Courses selected from SWAYAM related to Skill Enhancement and duly approved by Academic Council.

### 3. Evaluation of Performance under CBCS

3.2. The performance of a student in each course /paper will be assessed on the basis of a Continuous Internal Assessment (CIA) and the End Semester Examination (ESE).

3.3. The University Examination of each course in all semesters shall have two components:

- i. Continuous Internal Assessment (CIA) of CC, GE/DSE containing 30 marks.
- ii. End Semester Examination (ESE) of CC, GE/DSE containing 70 marks.
- iii. Continuous Internal Assessment (CIA) of AECC and AEC/SEC containing 50 marks.
- iv. End Semester Examination (ESE) of AECC and AEC/SEC containing 50 marks.

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3.4. The components of CIA shall be:

(a) *Two Mid-Semester Written Tests of one-hour duration each (2x7.5)	- 15 marks
(b) Seminar/Quiz/ Assignments	- 10 marks
(c) Regularity, Punctuality and Conduct	- 05 marks
<b>Total</b>	<b>- 30 marks</b>

\*Third mid-semester written test may also be conducted in case of natural calamity/other unavoidable causes. But in that case, only the best two marks will be considered.

The components of CIA of AECC-1, AECC-2 and AEC-1/SEC-1 shall be:

(a) One Mid-Semester Written Test of one-hour duration	- 10 marks
(b) Seminar/Quiz	- 10 marks
(c) Assignments	- 15 marks
(d) Report on above mentioned papers	- 15 marks

<b>Total</b>	<b>- 50 marks</b>
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3.5. The CIA component of the Examination shall be conducted in the Department under the concerned teacher of the course/paper and will be responsible for the submission of CIA after evaluation to the Head of the Department.

3.6. Only the End Semester Examination (ESE) of each semester shall be conducted by the University. The ESE of theory courses/papers shall be a written examination of 3 hours duration.

3.7. The fieldwork/project dissertation evaluation will be based on CIA and an end- semester examination wherever applicable.

3.8. All such examinations shall be as per the provisions of the Examination Board and Moderation Board of the University.

#### 4. Examinations

4.1. The End-Semester-Examination will be conducted by the University. The question paper shall consist of three parts-

##### Part - A

Ten objective type Questions 10x2=20 marks

##### Part - B

Five Short Answer Questions 4x5=20 marks

(Four to be answered)

##### Part -C

Five long answer Questions (three to be answered) 3x10=30 marks

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The question paper of AECC and AEC/SEC shall consist of three parts-

**Part - A**

Ten objective type Questions      10x1=10 marks

**Part - B**

Five Short Answer Questions      4x4=16 marks (Four to be answered)

**Part -C**

Five long answer Questions (three to be answered) 3x08=24 marks

4.2. The examination of the I and III semesters shall be generally held in November-December, and that of II and IV Semester shall be held in May-June.

4.3. Paper Setting and evaluation: For ESE, the paper setting and evaluation will be done by concerned subject teachers.

**5. Passing of Examinations and Promotion Rules:**

5.2. There shall be no supplementary examination in any of the courses/papers in any semester (I, II, III and IV).

5.3. The candidates who have been admitted to the First Semester of a two-year postgraduate Programme in a session can be placed in the following categories on the basis of their attendance and CIA in the Semester.

- (i) Those who have cleared the CIA and attended the required minimum percentage (75%) of attendance shall appear in the ESE.
- (ii) Those who have not attended the required minimum percentage of attendance (75%) and not cleared CIA shall in no case be permitted to appear in the End Semester Examination.

5.4. After appearing at the Semester Examination, the candidates can be placed in the following categories in the context of declaration of the results of the Semester Examination:

- (i) To be declared passed in End Semester Examination in any paper/course, a candidate must secure at least a 'P' grade as per Table-6 in each paper/course separately in CIA and ESE.
- (ii) A candidate may be promoted to next semester based on the following criteria as given in Table-5.

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**Table 5: Promotion Criteria**

S. No	Semester	Conditions to be fulfilled for Promotion
1	From Semester-I to Semester-II	Attended all courses in Semester-I as a regular student and sent up** for the Semester-I examination.
2	From Semester-II to Semester-III	Attended all courses in Semester-I and Semester-II as a regular student. The candidate must earn at least 35 credits of Semester-I and II taken together in CC, AECC-1 and AEC-1/SEC-1.
3	From Semester-III to Semester-IV	Attended all courses in Semester-I, II and III as a regular student. The candidate must earn at least 85 credits of Semester-I, II and III taken together in CC, AECC-1, AECC-2 and AEC-1/SEC-1.

**\*\*Sent up for End Semester Examination here refers to those candidates who have a minimum of 75% attendance in each course/paper separately and cleared the CIA of respective course/paper conducted by the Department.**

- (iii) Candidates shall have to clear their backlog paper (s) in the subsequent end semester examination of that semester whenever it is available.
- (iv) The Final result will be published only after he/she has cleared all 100 credits.
- (v) The final result of the Master of Social Work shall be published on the basis of the candidate's performance in all courses spread over four semesters (Table-2).
- (vi) Since it is a continuous evaluation programme, a student shall be awarded Semester Grade Points (SGPA) at the end of the first semester Examination, and in the subsequent semesters till the third semester, and finally in the fourth Semester, the result will be awarded on the basis of CGPA. No grade points will be awarded if there is any backlog present.
- (vii) A student has to score a minimum grade 'P' in his/her CIA. Failing to secure minimum marks, he/she shall have to repeat the CIA along with the students of the same semester of the next academic session.
- (viii) The promoted candidate will not be awarded any SGPA/CGPA till he/she clears all the backlogs.
- (ix) If a promoted candidate has passed in CIA but fails in ESE paper/papers, he/she shall retain their CIA score and will reappear in the paper/papers of the ESE only whenever available.
- (x) Students undertaking any PG course from SWAYAM as GE and SEC shall be eligible for credit transfer if he/she gets a certificate for successful completion from SWAYAM.
- (xi) The candidate must clear the Programme within a maximum of four years. Academic Council may give one additional year of relaxation in case of exceptional circumstances.

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**NB- Special Provision:**

In case of serious health problems and other strictly unavoidable circumstances, relaxation in required attendance might be condoned up to a maximum 15%, and in no case, a leaning will be entitled to avail condonation beyond.

**6. Improvement of Result:**

If a candidate clears Semesters I, II and III ESE, he/she may apply for the improvement of his/her result in a maximum of two courses/papers of the entire Programme. He/she can avail this facility only in theory papers. The better of the two results will be treated as the final result of candidates in those papers.

**7. Declaration of Result:**

The Teacher/Examination Department shall use the following grading system:

Results in the form of grade points consequent upon evaluation will be awarded in the following two manners-

- I. At the end of each semester which will be titled as Semester Grade Point Average (SGPA).
- II. At the end of the Programme, which will be titled as Cumulative Grade Point Average (CGPA).

The explanations for the above manner of publishing results in the form of Grade point as per Table-6:

The grading system stated below shall be used at the time of preparation of the result of the candidates who appeared at the examination.

**Table 6: Grading system**

S.No	Letter Grade	% Range	Numerical Letter Grade	Description of Grade
1	O	≥ 90-100	10	Outstanding
2	A <sup>+</sup>	≥ 80 <90	9	Excellent
3	A	≥ 70 <80	8	Very Good
4	B <sup>+</sup>	≥ 60 <70	7	Good
5	B	≥ 55 <60	6	Above Average
6	C	≥ 50 <55	5	Average
7	P	≥ 45 <50	4	Pass
8	F	< 45	0	Fail
9	Ab	0	0	Absent

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- There shall be a Semester Grade Point Average (SGPA) for each semester on the basis of Grade obtained in that Semester. The SGPA for every Semester is calculated as: -

$$SGPA = \frac{\sum_{i=1}^n m_i o_i}{\sum_{i=1}^n o_i}$$

n – number of courses in the said semester

m<sub>i</sub>- the numerical value of Grade obtained in the said semester

o<sub>i</sub>- number of credits for the said semester

The calculations of SGPA and CGPA is illustrated as an example in Table-7.

**Table 7: SGPA and CGPA calculation**

Course	Credit m <sub>i</sub>	Grade Letter	Grade Point o <sub>i</sub>	Credit Point (Credit X Grade)	SGPA (Credit Point/Credit)
<b>Semester-I</b>					<b>6.4 (160/25)</b>
CC-1	05	A	8	40	
CC-2	05	B+	7	35	
CC-3	05	B	6	30	
CC-4	05	C	5	25	
AECC-1	05	B	6	30	
<b>Total</b>	<b>25</b>	<b>C</b>	<b>5</b>	<b>160</b>	
<b>Semester-II</b>					<b>6.5(195/30)</b>
CC-5	05	C	5	25	
CC-6	05	B+	7	35	
CC-7	05	B+	7	35	
CC-8	05	A	8	40	
CC-9	05	C	5	25	
AEC - 1/SEC-1	05	B+	7	35	
<b>Total</b>	<b>30</b>			<b>195</b>	
<b>Semester-III</b>					<b>8.17 (245/30)</b>
CC-10	05	A+	9	45	
CC-11	05	O	10	50	
CC-12	05	A	8	40	
CC-13	05	B+	7	35	
CC-14	05	B+	7	35	
AECC-2	05	A	8	40	
<b>Total</b>	<b>30</b>			<b>245</b>	

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Semester-IV				
EC	10	B+	7	70
DSE-1 or GE-1	05	B	6	30
<b>Total</b>	<b>15</b>			<b>100</b>
				<b>6.67 (100/15)</b>
<b>Grand Total</b>	<b>100</b>			<b>700</b>
				<b>7.00 (700/100)</b>

Semester 1	Semester 2	Semester 3	Semester 4
Credit: 25; SGPA: 6.4	Credit: 30; SGPA: 6.5	Credit: 30; SGPA: 8.17	Credit: 15; SGPA: 6.67
<b>CGPA</b>	$(25 \times 6.4 + 30 \times 6.5 + 30 \times 8.17 + 15 \times 6.67) / 100 = 7.00$		

- The award sheet of the students will show the grades obtained in all courses offered in each semester, the SGPA/CGPA and the promotion status.
- The student shall have to obtain a minimum CGPA = 4.5 for the award of Master of Social Work Degree.
- If a candidate got CGPA less than 4.5 but earned required credits and pass in all papers/courses then 0.5 will be added in actual CGPA obtained but total CGPA should not exceed 4.5.
- The following formula shall be used to find percentage equivalent to CGPA-  

$$\% \text{ of Marks} = (\text{CGPA}) \times 10$$

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